

Feb. 6, 2021

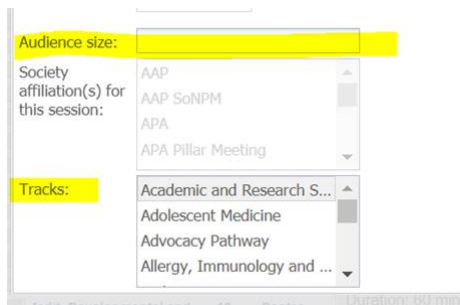
Dear PAS Program Committee,

First, a heartfelt thank you for your ongoing work in building the scientific program for PAS 2021. We wish we could see you in person in The Woodlands next week, but we are looking forward to gathering with you virtually and working through the schedule on Feb. 10. Here are a few important things to note.

1. The agenda for the Feb. 10 meeting is available in [OnBoard](#). Supporting materials will be available on Monday, Feb. 8. Please review it (even if you will not be attending the meeting.)
2. We created a short [video](#) to give you more details about Phase I and Phase II of the meeting. Please take a moment to review it in advance of Wednesday's meeting.
3. A preliminary version of the full schedule is attached. Please review the Phase I tab carefully, with special attention to identifying concurrency issues. If you see an overlap, please think about where the session could move that would be better. The Phase II tab is informational only as scheduling needs are still being determined.

Reminders while you finish sessioning:

- The **deadline to finish sessioning is Tuesday, Feb. 9, 11:59 pm ET**. If you need assistance putting your abstracts into sessions in ScholarOne, please let us know.
- Remember to mark each session with the appropriate **Tracks**, including **Learning Pathways**. These will help attendees navigate to the sessions. (see image below)



The image shows a screenshot of a sessioning interface. It features three dropdown menus. The first is labeled 'Audience size:' and is highlighted in yellow. The second is labeled 'Society affiliation(s) for this session:' and lists options: AAP, AAP SoNPM, APA, and APA Pillar Meeting. The third is labeled 'Tracks:' and is also highlighted in yellow, listing options: Academic and Research S..., Adolescent Medicine, Advocacy Pathway, and Allergy, Immunology and ...

- Provide your best estimate of **potential attendance** (using the Audience size: box—see above). While we won't have "room sizes" to think about in 2021, this will be used to help determine virtual delivery formats.
- **Moderators:** For **Platforms**, we prefer you to designate two moderators and one (or two alternates) is preferred. For **Highlighted Posters**, we originally asked for one moderator and one alternate, but it would be great to have two moderators and one alternate there, as well. It was mentioned that in a virtual environment, moderators might feel more comfortable with a buddy system. No moderators are needed for regular poster clusters.
- **Session titles:** Please adjust the titles of your Platform and Poster Sessions to provide more detail about what is covered—just remember to retain the main topic area. But don't worry too much—we'll make sure the titles are consistent.

Examples:

Neonatal General: Clinical Outcomes

Developmental and Behavioral Pediatrics Posters: Autism

- **Newsworthy sessions**—help us highlight the sessions that can be used to promote the meeting. Please use this [link](#) to provide your feedback—you can upload a Word or Excel sheet with your recommendations.
- We are working with Baylor to identify any **abstracts with COI issues**. Here's a link for more information from the [ACCME](#). COI information is listed at the bottom of each abstract—involvement with an ineligible company means an abstract must be placed in a poster (regular or highlighted). If you have questions, please let us know.

Your hard work is so appreciated. This year presents extra challenges, as we all work together to re-envision PAS in a virtual world—your guidance and input are crucial to the meeting's success.

Please email [Catha](#) or me if you have questions or are encountering any roadblocks while working on your sessions.

Best regards,

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